



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 1306.2F
OOE

MAY 10 1995

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 1306.2F

From: Commander, Naval Training Center, Great Lakes

Subj: COMMAND MASTER CHIEF FOR COMMANDER, NAVAL TRAINING CENTER

Ref: (a) OPNAVINST 1306.2B

1. Purpose. To promulgate the contents of reference (a) and specify the role, primary duties and the responsibilities of the Command Master Chief for Commander, Naval Training Center.

2. Cancellation. NTCGLAKESINST 1306.2E.

3. Background. The Command Master Chief (CM/C) has proven to be a valuable asset in stimulating better communications at all levels of the command. He or she is the principal enlisted advisor to the Commander Naval Training Center (CNTC). The CM/C advises the Commander of existing or potential situations, procedures, and practices which affect the welfare, morale, job satisfaction and utilization of all enlisted personnel.

4. Responsibilities and Duties.

a. Directly responsible to and reports to Commander, Naval Training Center in the performance of duty, and to the Chief of Staff on all other matters.

b. Assist and advise the CNTC in matters pertinent to the welfare and morale of enlisted personnel and their family matters.

c. Communicate with the CNET Force M/C, and the Master Chief Petty Officer of the Navy, in order to provide data and exchange ideas regarding all enlisted members.

d. Establish liaison with Complex² Command Master Chiefs, Command Senior Chiefs and Chief Petty Officers of the Naval Training Center to promote communications and improve welfare and morale of the entire Great Lakes enlisted community.

e. Provide the Great Lakes Bulletin with articles of interest to enlisted members concerning Navy programs, opportunities, and policies.

f. Upon invitation, act as enlisted representative in community and civic functions.

g. Upon invitation, accompany Commander, Naval Training Center or his/her designated representative to official functions, inspections or ceremonies in which enlisted members are participating.

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h. Be a member of, or function in close coordination with the following:

- (1) Advisory Board, Great Lakes Auxiliary, Navy and Marine Corps Relief Society
- (2) MWR Recreation Committee and Council
- (3) Great Lakes Armed Forces Disciplinary Control Board
- (4) Ombudsman Council
- (5) Health Care Consumers' Council
- (6) Family Advocacy Council
- (7) Commissary and Navy Exchange Advisory Board
- (8) Navy Drug and Alcohol Advisory Council (NDAAC)
- (9) Awards Board (Simplex/Complex)
- (10) SOQ/SOY Selection Boards
- (11) Quality Bachelors Quarters Council
- (12) Command Assessment Team
- (13) NTC Professional Development Board
- (14) Quality of Life Committees

i. Assist in the reception of official visitors to the command as requested by CNTC.

j. Act at all times to maintain and promote the effectiveness of the Chain of Command.


MACK C. GASTON

Distribution:

NTCGLAKESINST 5216.5M

List I, II (Case B), III-A, B, C